
UCLS REIMBURSEMENT POLICY FOR A PRESENTER AT A WORKSHOP, CONFERENCE, OR SPONSORED TRAINING

THE UCLS MAY REIMBURSE NON-CONTRACTED PRESENTORS FOR PRESENTATION COSTS ASSOCIATED WITH PRESENTING FOR WORKSHOPS, CONFERENCES, OR SPONSORED TRAININGS. THE SUGGESTED EXPENSES ELIGIBLE FOR REIMBURSEMENT INCLUDE BUT ARE NOT LIMITED TO ARE...

1. Registration Fee, whether the presenter is a member of the UCLS or not who is participating in workshops, conferences, or sponsored training activities, one complimentary day of registration for each day they are presenting; or
2. Pay, if the presenter is participating/registered in other workshop, conference, or sponsored training, \$200.00 each day presenting. If there are two or more presenters in a session, the maximum of \$400 will be divided equally amongst the presenters; or
3. Mileage, if the presenter is not participating/registered in other workshop, conference, or sponsored training activities; or
4. One night stay, if the presenter is not participating/registered in regular workshop, conference, or sponsored training; or
5. Meals, if the presenter is not participating/registered in regular workshop, conference, or sponsored training; or
6. Other expenses, as deemed appropriate, and approved in advance of the workshop, conference, or sponsored training, by recommendation of the Conference Committee Chair, and approved by the UCLS Chair Elect.

It is the policy of the UCLS that the presenter will work with the UCLS Conference Committee Chair to identify if expenses should be paid upfront by the presenter or if the UCLS will pay for such costs as hotel accommodations on behalf of the presenter. All expenses paid upfront by presenters should be submitted for reimbursement within 30 days after the workshop, conference, or sponsored training to the UCLS Conference Committee Chair. Note: All original receipts must be turned in for reimbursement costs for items 3-6 as listed above.